



COMDTINST 12910.1

10 SEP 1990

COMMANDANT INSTRUCTION 12910.1

Subj: Screening of Civilian Employees in the Reserve Components

- Ref: (a) Department of Defense Directive 1200.7, 6 Apr 84 (NOTAL)
 (b) Title 10, United States Code, Sections 269, 272, 652, 672-674, 685 and 1005
 (c) Executive Order 11190, "Providing for the Screening of the Ready Reserve of the Armed Forces," 29 Dec 64 (NOTAL)
 (d) Federal Emergency Management Agency Regulations, "Peacetime Screening," Chapter 1 (44 Code of Federal Regulations 333) (NOTAL)
 (e) Federal Preparedness Circular 9, "Federal Employees Who are Members of the Military Ready Reserve," 27 Mar 79 (NOTAL)
 (f) Federal Personnel Manual Chapter 910, "Mobilization Readiness" (Available in civilian personnel offices)
 (g) Executive Order 11490, "Assigning Emergency Preparedness Functions to Federal Departments and Agencies," 28 Oct 69 (NOTAL)
 (h) Executive Order 10480, "Assigning Emergency Preparedness Functions to the Defense Mobilization Program," 14 Aug 53 (NOTAL)

1. **PURPOSE.** This Instruction establishes procedures for the annual screening of Coast Guard civilian employees who are members of the Ready Reserve components of the Armed Forces and for reporting the results of this screening process.
2. **DEFINITIONS.** For the purposes of this Instruction, the following definitions apply:
 - a. **Key Position.** A civilian position which is essential to the Coast Guard's mobilization effort, or to the continuity of operations or leadership of the Coast Guard; requires a minimum of 90 days of specialized training or experience; and for which there is a shortage of qualified personnel. Vacating the position during a national emergency or mobilization would seriously impair the ability of the Coast Guard to function effectively.
 - b. **Key Employee.** Any Federal employee occupying a key position.

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2. c. ~~Ready Reserve~~. Reservists who are liable for immediate involuntary recall to active duty either by the President (with or without declaration of a **state** of national emergency) or by the President and Congress (if Congress declares a state of war or national emergency as outlined in reference (b)). The Ready Reserve consists of the Selected Reserve, the Individual Ready Reserve (IIRR), and the Inactive National Guard.
- d. ~~Standby Reserve~~. v i s i t s , other than those in the Ready or Retired Reserves, who will be mobilized if it is determined that there is a lack of qualified reservists to meet requirements. (See reference (b).)
- e. ~~Retired Reserve~~. Retired members of the Armed Forces Reserve Components who are liable for recall to active duty.
- f. ~~Retired Regular~~. Retired members of the Armed Forces Regular Components who are liable for recall to active duty.
3. BACKGROUND.
 - a. References (a-f) require Federal agencies to conduct an annual survey of employees in the Ready Reserve, and to identify key positions and key employees under criteria established for the screening. After a mobilization is ordered, no deferment, delay, or exemption from mobilization will be granted to Ready Reservists because of their civilian employment. Accordingly, agencies must develop appropriate plans to provide for the continuation of essential operations in the event of mobilization of the Ready Reserve.
 - b. The Coast Guard is required to report to the appropriate military service the name of any Ready Reservist who occupies a key position and is identified as a key employee. To avoid conflicting mobilization assignments, the military service concerned will determine whether the employee will be removed from the Ready Reserve or transferred from the Ready Reserve to the Standby Reserve. The decision of the military service is ordinarily final. (For exception, see paragraph 7-c.)
4. POLICY. It is the policy of the Coast Guard to:
 - a. Annually screen civilian employees to ascertain if they are members of the Ready Reserve, identify key employees and key positions, and develop appropriate plans to ensure continuation of essential operations in the event of mobilization; and
 - b. Ensure that members of the Ready Reserve do not occupy key civilian positions on a permanent basis.

5. SCREENING PROCEDURES.a. Screening for Key Positions.

- (1) Upon a schedule to be determined by Commandant (G-PC), district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices and special staff divisions in Headquarters shall annually survey all civilian positions to identify, using nomination procedures addressed in paragraph 5.b., those positions that are or should be designated as "key," consistent with the definition provided in paragraph 2.a.
- (2) In determining whether or not a position should be designated as "key," the following questions should be considered:
 - (a) Can the position be filled in a reasonable time after mobilization?
 - (b) Does the position require technical or managerial skills that are possessed uniquely by the incumbent?
 - (c) Is the position associated directly with defense mobilization?
 - (d) Does the position include a mobilization or relocation assignment in an agency having emergency functions as designated under reference (g)?
 - (e) Is the position directly associated with industrial or manpower mobilization as designated under reference (h)?
 - (f) Are there other factors related to national defense, health, or safety that would make the incumbent unavailable for mobilization?
- (3) It is important to note that "key" positions need not necessarily be high-graded. As the work force becomes increasingly technologically sophisticated, it will be more difficult to effectively refill, during a mobilization, those positions which require incumbents with highly technical skills. Many key positions may, therefore, be occupied by technicians and specialists.

- b. Key Position Nomination Process Requests to identify positions as key are to be submitted to Commandant (G-REP) by: (1) district commanders and commanders of maintenance and logistics commands, via their respective area commanders; (2) unit commanding officers, via the chain of command; and (3) chiefs of offices and special staff divisions in Headquarters. Requests may be submitted at any time, or as part of the process addressed in paragraph 5.c.. Commandant (G-REP) will coordinate submissions for review by affected Headquarters program managers and make final determinations of (i.e., approve) key positions. Those cases on which agreement cannot be reached shall be referred to Commandant (G-CCS) for resolution. Commandant (G-REP) will then submit all final determinations to the servicing civilian personnel office for processing and entry into the Civilian Personnel Management Information System (CIVPMIS).

5. c. ~~Identifying Ready Reservists in Key Positions~~ Each year the Coast Guard is provided a list from the Defense Manpower Data Center of those Coast Guard civilian employees who are members of the Ready Reserve and therefore have a military mobilization obligation. Commandant (G-PC) will distribute such listings to civilian personnel offices for use in conjunction with appropriate information from the CIVPMIS as the basis for surveying and identifying Ready Reservists who occupy key positions. Civilian personnel offices shall review such lists, in consonance with specific instructions received at the time of the survey, to identify all affected employees, including those addressed in paragraph 5.d. To ensure a comprehensive identification process, civilian personnel offices will query each new employee at the time of accession to determine the individual's reserve status, and will advise the employee regarding the screening process and any potential personal impact.
- d. ~~Other Screening Requirements~~ The annual screening required in paragraph 5.e. shall include procedures to identify individuals in any of the following categories:
 - (1) ~~Mobilization Assignees~~. Civilian employees who are Ready Reservists may not hold a mobilization assignment to the same position they hold as civilian employees. These individuals shall be reassigned or transferred from the mobilization assignment, as appropriate.
 - (2) ~~Theological Students~~. Ready Reservists who are preparing for the ministry in an accredited theological or divinity school (other than those participating in a military Chaplain Candidate or Theological Student Program) cannot be involuntarily called to active duty per reference (b). Accordingly, such Ready Reservists shall be transferred to the Standby Reserve (active status) for the duration of their studies. Ready Reservists participating in a military Chaplain Candidate or Theological Student Program may continue their Ready Reserve affiliation and engage in active or inactive duty training.
 - (3) ~~Health Care Professionals~~ Ready Reservists may not be transferred from the Ready Reserve solely because they are students, interns, residents, or fellows in the health care professions. Upon mobilization, they shall either be deferred or mobilized in a student, intern, resident, or fellow status until qualified in the appropriate military specialty.

6. DOCUMENTATION.

a. Key Positions.

- (1) Position Descriptions When a position has been approved as "key," the position description will be modified to include the statement:

6. a. (1) ~~((cont'd))~~: **"This** position is designated as a key position. In the event of a crisis situation, war, or mobilization, the incumbent must continue to perform the duties to support mission requirements. The position may not be filled on a permanent basis by a member of the Ready Reserve. If filled by a member of the Ready Reserve, appropriate action must be undertaken to change the incumbent's reserve status to a status other than that of Ready Reserve."
- (2) **CIVPMIS**. All key positions will be documented as such in CIVPMIS by entering the value **"Y"** in the data element RSRV KEY within the position (POS) file.
- (3) ~~Personnel Allowance Amendment (PAA) and Personnel Allowance Listing (PAL)~~. All key positions will be documented as such in **PAA's** and the PAL by Commandant (G-CPA-2).
- (4) ~~Vacancy Announcements~~. If a key position is recruited under the Coast Guard Merit Promotion ~~Plan~~, the vacancy announcement will contain the following statement:

"This position has been designated as a key position. If selected for the position, the incumbent will be screened for Ready Reserve status and appropriate action will be taken to remove the incumbent from the Ready Reserves, if a ~~member~~."

- b. ~~Employee Reserve Status~~. Any employee identified as a reservist will be documented in CIVPMIS by the responsible CIVPMIS manager. There are three data elements of concern:

- (1) RSRV CAT - This data element represents the type of reserve category that applies to the employee. The values are:

E -Reservists who are exempt from call-up.
 I - Into key position.
 O -Out of key position.
 R - Ready Reserve.
 S - Standby Reserve.
 X - Retired Reserve.
 Y - Retired Regular.
 Z -Disabled veterans or veterans age 60 and above.

- (2) RSRV COMP - The employee's reserve military component. The values are:

A - U. S. Army Reserve
 F - U. S. Air Force Reserve
 G - Army National Guard
 K - Air National Guard
 M - U. S. Marine Corps Reserve
~~N~~ - U. S. Navy Reserve
 P - U. S. Coast Guard Reserve

- (3) RSRV DATE - The date that the employee moved into or out of a key position, in year-month-day (YYMMDD) order.

7. ~~RESOLUTION OF ASSIGNMENT CONFLICTS~~ e servicing civilian personnel office processes an action assigning a civilian to a key position, the civilian personnel officer must ascertain the incumbent's reserve status, and, if necessary, initiate one of the actions described below, to resolve any conflict between reserve status and assignment to the position in question:
- a. Transfer a ~~Key Employee~~ from the ~~Ready Reserves~~. Upon determination that a key employee is a Ready Reservist, the civilian personnel office should promptly report that determination to the cognizant military reserve personnel center (see enclosure (1)), requesting that the employee be removed from the Ready Reserve. The letter format shown in enclosure (2) should be used for making such requests. The responsible military reserve personnel center will determine whether the employee will be transferred to the Standby or Retired Reserve, discharged or retained in the Ready Reserve, and will notify the civilian personnel office of its decision. Ready Reservists are usually transferred to the Standby Reserve for the duration of their assignment to a key position. As members of the Standby Reserve, such individuals may not be paid for their voluntary participation in weekend drills or annual training periods. They can, however, earn reserve retirement credit for participation in such training activities.
 - b. ~~Notify Military Reserve Center When Key Position is Occupied by a Member of the Standby Reserve or Retired Military~~. When members of the Standby Reserve and certain retired military members are designated key employees, a reserve notification letter (enclosure (2)) should be submitted to the appropriate military reserve personnel center (enclosure (1)). Such individuals, when identified as key employees, will not ordinarily be issued a military mobilization assignment, thus precluding the possibility of being called to active military service during a national emergency.
 - c. ~~Removal from Key Position~~. Normally, upon notification, military reserve personnel centers will remove key employees from their military mobilization obligation. However, there may be instances when the key employee is retained in a mobilization obligation status. When this occurs, the position must again be reviewed by Commandant (G-REP) and a new determination made of the essentiality of its designation as "key." With respect to positions occupied by Coast Guard reservists, Commandant (G-R) will have total authority for making a final determination regarding key positions and retention of Coast Guard reservists in such positions. With respect to positions occupied by reservists from other military services, however, if the review confirms that the position should be designated as key, Commandant (G-REP) will coordinate with the requesting office the preparation and forwarding to the applicable military reserve personnel center, supportable justification for removing the employee from the military mobilization obligation. (This amounts to an appeal of the reserve center's determination.) In the event the military reserve personnel center still determines that the key employee will be 'retained in the Ready Reserve, Commandant (G-REP) will decide whether to further

7. c. ~~((cont'd))~~ appeal the decision to the Federal Emergency Management Agency (FEMA). In accordance with reference **(d)**, FEMA has the authority to adjudicate, before mobilization, conflicts between the mobilization needs of the civilian and military sectors that the reserve screening process has identified but has not resolved. In the event Commandant (G-REP) decides not to appeal the decision, or if FEMA confirms the decision of the responsible military reserve personnel center, the servicing civilian personnel office will take action to remove the employee from the key position.

8. **REPORTING REQUIREMENTS**. All Coast Guard civilian personnel offices will complete and forward to Commandant (G-PC) an annual Federal Employment Screening Questionnaire for Departments and Agencies Employing Reservists and Military Retirees, RCN-12910-1. A sample report is provided in enclosure **(3)**. Commandant (G-PC) will consolidate reports to provide a single Coast Guard-wide report for submission to the Department of Defense.

9. **RESPONSIBILITIES**.

- a. ~~Commandant~~ (G-PC) is responsible for:

- (1) Developing and implementing policy on the screening of civilian employees.
- (2) Consolidating annual screening reports submitted by servicing civilian personnel offices into a single Coast Guard report for forwarding to the Department of Defense.
- (3)** Performing audits on key position and reserve documentation maintained in CIVPMIS, in Coast Guard merit promotion announcements, and in position descriptions.

- b. ~~Servicing Civilian Personnel Offices~~ are responsible for:

- (1) Participating in surveys to identify Ready Reservists who occupy key positions.
- (2) Properly documenting position descriptions and vacancy announcements in accordance with this Instruction.
- (3) Determining, upon accession, the reserve status of each new civilian employee.
- (4) Advising and notifying affected Coast Guard civilian employees of annual Ready Reserve screening requirements.
- (5) Submitting reports required by this Instruction in a timely manner to Commandant (G-PC).
- (6) Taking appropriate action, in accordance with this Instruction, when a key employee is found to be a member of the Ready Reserve.
- (7) Maintaining accurate and current data on key positions and reservists in CIVPMIS.

9. c. ~~Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices and special staff divisions in Headquarters~~ are responsible for:

- (1) Reviewing, on at least an annual basis, positions under their purview to identify those which may be ~~"key."~~
- (2) Ensuring the continuation of the performance of the duties associated with identified key positions.

d. ~~Commandant (G-R)~~ is responsible for:

- (1) Reviewing and Coordinating recommendations that certain Coast Guard civilian positions be designated **"key."** (Commandant (G-REP))
- (2) Referring to Commandant (G-CCS) for final resolution any key position nominations for which agreement cannot otherwise be reached. (Commandant (G-REP))
- (3) Reviewing notification letters (Commandant (G-RSM)) on key civilian employees who are also Coast Guard Ready Reservists, and taking action (Commandant (G-RSM)) to remove or retain such individuals in the Ready Reserves.
- (4) Notifying the servicing civilian personnel offices of action taken to either remove or retain a Coast Guard civilian employee in the Coast Guard Ready Reserve. (Commandant (G-RSM))
- (5) Appealing, either to the responsible military reserve personnel center, or to FEMA, an initial decision to retain a Department of Defense (DoD) reservist in a position designated by Coast Guard as **"key."** (Commandant (G-REP))
- (6) Notifying the servicing civilian personnel office of the final outcome regarding appeals made to a **DoD** military reserve personnel center or to FEMA. (Commandant (G-REP))

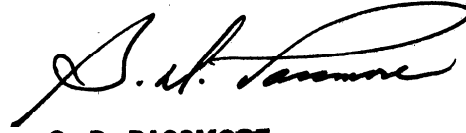
e. ~~Commandant (G-CPA)~~ is responsible for documenting key position designations on ~~PAA's~~ and on the PAL.

f. ~~Commandant (G-CCS)~~ is responsible for making final determinations regarding candidate **"key"** positions in the absence of agreement at lower levels.

g. ~~Coast Guard Civilian Employees Who are Reservists~~ are responsible for:

- (1) Notifying their servicing civilian personnel office of their **reserve** status.
- (2) Notifying the affected military reserve personnel center of any change of address, marital status, number of dependents, or civilian employment and any other change that would prevent the member from meeting mobilization standards prescribed by the military service in accordance with reference (b).

10. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices and special staff divisions in Headquarters shall ensure that the provisions of this **Instruction** are followed.



G. D. PASSMORE
Chief, Office of Personnel
and Training

Encl: (1) Military Reserve Personnel Centers
(2) Format to Use in Requesting Change in Reserve Status
(3) Sample Annual Report on Screening the Ready Reserve

LIST OF PERSONNEL CENTERS TO WHICH SCREENING DETERMINATIONS
~~SHALL~~ BE FORWARDED

Army and Army National Guard

Headquarters
Department of the Army
ATTN: DAPE-PSM
Washington, DC 20310

Navy

Officers:

Commander
Naval Military Personnel Center
ATTN: ~~NMPC-911~~
Washington, DC 20370

Enlisted:

Commanding Officer
Naval Reserve Personnel Center
New Orleans, LA ~~70149~~

Marine Corps

Commandant (Code RES)
Headquarters, U. S. Marine Corps
Washington, DC 20380

Air Force

Commander (~~ARPC/DP~~)
Air Reserve Personnel Center
~~7300~~ East First Avenue
Denver, CO 80280

Air National Guard

Submit requests to the adjutant general of the appropriate state,
commonwealth, or territory (including the District of Columbia).

Coast Guard

Commandant (G-RSM)
U. S. Coast Guard
Washington, DC ~~20593-0001~~

**LETTER FORMAT TO COGNIZANT MILITARY PERSONNEL CENTER
ADVISING OF KEY EMPLOYEE DETERMINATION**

From: **(Servicing Civilian Personnel Office)**
To: **(Cognizant Military Personnel Center)**

Subj: KEY **EMPLOYEE** DESIGNATION

1. This is to certify that the employee named in paragraph 3 below is vital to the nation's defense effort in (his/her) civilian job and cannot be mobilized with the military services in an emergency for the following reasons:

2. If ~~a member~~ of the ~~Ready Reserve~~, use this wording:

Therefore, I request this employee be removed from the Ready Reserve (or not be issued a mobilization assignment), and that you advise me accordingly when the requested action has been completed.

If ~~an member~~ of ~~the Standby Reserve~~ or ~~retired~~ military, use this wording:

Therefore, I ~~request~~ this employee, who is a member of ~~(the Standby Reserve, the retired military)~~ not be issued a mobilization assignment, and that you advise me accordingly when the requested action has been completed.

3. The employee is:

Name of employee (Last, first, middle initial)
Military grade and component
Social security number
Current home address (street, city, state, and ZIP code)
Military unit to which assigned (if a Ready Reservist)
~~Title~~ of employee's civilian position
Grade or salary level of civilian position
Date hired or assigned to position

SIGNATURE AND TITLE OF RESPONSIBLE OFFICIAL

**FEDERAL EMPLOYMENT SCREENING QUESTIONNAIRE FOR
DEPARTMENTS AND AGENCIES EMPLOYING RESERVISTS
AND MILITARY RETIREES**

RCN-12910-1

Please complete the blanks below and return by (date) to Commandant (G-PC).

From: (Servicing Civilian Personnel Office)

1. This is a report for the (name of command).
2. Number of employees who have a military mobilization obligation in the following categories:
 - a. Ready Reservists: _____
(DRILLING+IRR+TECH)
 - b. Standby Reservists: _____
 - c. Military Retirees: _____
3. Number of employees officially determined to be vital to the defense of the nation because they are occupying key positions, and for whom Coast Guard has recommended to their military component that:
 - a. They be removed from the Ready Reserve: _____.
 - b. As Standby Reservists, they not be issued mobilization assignments: _____.
 - c. As retired military members, they not be issued mobilization assignments: _____.

Date

SIGNATURE

TYPED NAME AND POSITION

TELEPHONE NUMBER